

DTR

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Executive Assistant to the DCI
Director of Training
Weekly Summary Report

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NO CHANGE in Class. ☐
☐ DECLASSIFIED
Class. CHANGED TO: TS S (C)
DDA Memo, 2 Apr 77
Auth: DDA REG. 77/1703
Date: 26/01/78 By: 008

1. Enrollments in Training Courses for the week of 16 to 22 July 1953.

A. Students presently in full-time OTR courses in CIA installations:

(1) Basic Intelligence

| | |
|---------------------------------------|----|
| (a) Basic Intelligence Course (I) #11 | 53 |
| (b) Basic Training, Phase II, #2 | 75 |
| (c) Basic Training, Phase III, #2 | 30 |
| (d) Reception & Interim Training | 8 |

(2) Specialized

| | |
|-----------------------|----|
| (a) [REDACTED] | 18 |
| (b) Air Operations #4 | 7 |
| (c) Tutorial training | 1 |
| (d) Covert training | 8 |
| (e) Special Projects | 4 |

TOTAL FULL-TIME OTR COURSES - 204

B. Students presently in part-time OTR courses in CIA installations:

(1) Basic Intelligence

| | |
|------------------------------------|----|
| (a) Reading Improvement Course #12 | 55 |
| (b) Indoctrination | 75 |

(2) Management

| | |
|-----------------------------|----|
| (a) Human Resources Program | 29 |
|-----------------------------|----|

(3) Clerical

126

(4) Language and Area

| | | |
|-----------------------------|-----|-----|
| (a) CIA Language Laboratory | | |
| Classes | 34 | |
| Self-Study | 140 | 174 |

TOTAL PART-TIME OTR COURSES - 459

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C. Students presently in full-time external training:

| | |
|-------------------------------|----|
| (1) Defense Schools | 2 |
| (2) Officer Candidate Schools | 38 |
| (3) Management | 2 |
| (4) Language and Area | 43 |
| (5) Miscellaneous | 2 |

TOTAL FULL-TIME EXTERNAL TRAINING - 87

D. Students presently in part-time external training:

| | |
|-----------------------|-----|
| (1) Language and Area | 165 |
| (2) Management | 1 |
| (3) Clerical | 12 |
| (4) Miscellaneous | 8 |

TOTAL PART-TIME EXTERNAL TRAINING - 186GRAND TOTAL - 936

2. [REDACTED] Chief, Training Development Staff, has completed the organizational plan for a 4-week course in tradecraft to be given [REDACTED] to classes of around 200 experienced [REDACTED] officers. This plan is the outcome of conferences held recently in Washington between [REDACTED] CIA representatives on [REDACTED] training problems and offers a pattern for one kind of valuable help that CIA can render to allied services. Similar discussions have recently taken place with the Chief of Training [REDACTED] and we can expect requests for such help to other small services. CIA will provide considerable training material, carefully screened, for inclusion in such courses.

3. [REDACTED] is preparing to deliver up to two months of training in principles of tradecraft to selected members [REDACTED] in the early autumn. Since the instruction will be given [REDACTED] considerable preparation is required.

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4. The Office of Training is providing two blocks of instruction, each slightly more than a week in duration, to about fifty members of the staff [REDACTED]. The first will take place from 25 July to 1 August and will deal with the Communist Party; the second group beginning on 22 August will deal with tradecraft.

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5. [REDACTED] of the Training Development Staff will leave shortly on TDY for Palo Alto to work in the Hoover Library. The library's collection of propaganda materials from World War I to the present is without parallel, and [REDACTED] researches will be used extensively in OIA courses.

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6. [REDACTED] has completed two color films on [REDACTED] winter and summer. The films are now being edited.

7. Appropriate staff representatives of the Office of Training reviewed during the week the Jackson Committee Report of 30 June 1953 with respect to its training recommendations. This report laid stress on improving training programs for those entering into the field of national security affairs so as to provide not only greater technical competence and language and area knowledge but also a broader understanding of the significance of their own assignments. In addition, the report called for the strengthening of the concept of career service so that well-motivated personnel having received specialized training and experience can be retained in government service. By means of the Junior Officer Training Program and the development of area programs, the Office of Training will be able to support more fully the Agency Career Service Program and to improve other programs in the field of national security affairs designed to broaden and strengthen the career service concept.

8. During the week, representatives of the Office of Training assisted in the briefing of General Graves B. Erskine, Special Assistant to the Secretary of Defense, Special Operations. This briefing included a presentation on the over-all charter, mission, functions and organization of CIA, as well as the efforts put forth by the Office of Training to meet Agency requirements in the fields of career service training.

9. Trainees of the Basic Intelligence Course for DD/I personnel heard lectures from Dr. Allan Evans, Director of the Office of Intelligence Research, Department of State, Dr. Horace Craig, Psychological Strategy Board, and Commander Richard Hiles, Briefing Officer, Joint Staff, Department of Defense.

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10. At the request of the Training Liaison Officer, OIR, the Reading Improvement Laboratory of the Office of Training will conduct a screening program for representatives of the OIR reading panel. This program will be two-fold in that it will test the reading speed and capabilities of all members of the reading panel and will recommend to OIR that certain of those on the panel who do not come up to required speed tests will receive additional training.

11. In compliance with a request from the Logistics Office, DD/A, the Language Services Division supplied to that Office 196 tapes in Basic Spanish and Basic Portuguese and four text books in Spanish. These materials are to be sent to the field for field training purposes.

12. Reports on the OIR-sponsored Central Asia Program at [REDACTED] have been favorable. During the past week, [REDACTED]

[REDACTED] has been lecturing on certain geographic and demographic aspects of Tibet, Sinkiang, Mongolia and Chinghai.

13. The Indoctrination Program held on 23 July 1953 in the CIA Orientation Room totaled 75 persons. Of this number, six were from the Targets Staff and three from the Estimates Staff of the Directorate of Intelligence, USAF.

14. The policy that completion of the testing program as a prerequisite for attendance at Phase I and Phase II courses is being implemented by inclusion of a statement to this effect in appropriate course announcements.

MATTHEW BAIRD

MB:mfw

cc: DD/P

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AD(Cosmo)

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